



SHERRI YBARRA
SUPERINTENDENT OF
PUBLIC INSTRUCTION

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MEMORANDUM OF AGREEMENT
for
Background Investigation Check (BIC) Website Use

Note: Public Schools (including Charter Schools), College and Universities, Private/Parochial Schools and Bus Companies are all considered **SCHOOL DISTRICTS** for the purpose of this Memorandum of Agreement.

The purpose of the website is to provide BIC information for the use of public school districts (including charter schools), colleges and universities, private/parochial schools and bus companies to review individuals solely for the purpose of determining whether the individual has been convicted of a background investigation offense that might be detrimental to the welfare of children or prohibit the user, under state law or district policy, from employment.

STATE DEPARTMENT OF EDUCATION RESPONSIBILITY:

When the original agreement is signed and returned to the State Department of Education Background Records Office, the State Department of Education will issue a district password for the BIC website that will become available to the superintendent or designee in the below named district.

DISTRICT RESPONSIBILITY:

School district or College/University Name _____

District Number _____. Hereinafter referred to as "district," by and through the undersigned, in consideration for the right to use the Background Investigation Check website, compiled and maintained by the Idaho State Department of Education, hereby agrees as follows:

1. To maintain the security and confidentiality for the website, the district is responsible for maintaining the security of the website **PASSWORD**.
2. That the district **shall** maintain security and confidentiality of **INFORMATION** obtained from this website and **shall not** use the information obtained from the website for any purpose other than screening employees, including substitute teachers.
3. According to Idaho code 33-512 (15), it is the district's responsibility to ensure that the employee "shall obtain the history check within three (3) months of employment..." To ensure compliance with Idaho code, it is the district's responsibility to notify the State Department of Education Background Records Office if the criminal history check results have not been posted on the website in a timely manner.

DATED this _____ day of _____, 20____

Dean of College/University_____

Chairman/Designee_____

Revised 01/15